



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER**  
**AND PRESIDIO OF MONTEREY**  
PRESIDIO OF MONTEREY, CA 93944-5006


ATZP-GC

12 June 2002

MEMORANDUM FOR All Assigned/Tenant Units

SUBJECT: Use of Vehicles for Volunteer Service

1. Purpose: To provide guidance on the use of Government Vehicles in support of volunteer events.
2. References
  - a. DoD Directive 5500.7-R, Joint Ethics Regulation (JER).
  - b. AR 360- , The Army Public Affairs Program, dated 15 Sep 00.
  - c. AR 58-1, Management, Acquisition and Use of Motor Vehicles, dated 28 Jan 00.
3. All units are required to submit a written request through the Installation Staff Judge Advocate to the Garrison Commander in order to use Army-owned/leased vehicles in support of volunteer events. The request should include, as a minimum, event title, brief description of event, number of volunteers, number of vehicles, dates of event and unit POC. The Garrison Commander will approve requests on a case-by-case basis. This approval authority is not delegated to any assigned/tenant units.
4. POC for this memorandum is Art Gebbia at 242-6604.

  
WILLIAM M. DIETRICK  
COL, SF  
Garrison Commander